

14. POSITION SUMMARY

Under the general supervision of the Accounting Section supervisor, this position has the responsibility to perform regular reconciliations within and between finance systems. Analyze detail transaction reports for accuracy. Reconcile balance sheet accounts and clearing accounts. Reconcile balances by account between modules within enterprise-level finance system. Review, analyze and reconcile the agency's reported data in Open Book Wisconsin. Create and validate reports from financial systems. Respond to inquiries from internal and external clients. This position will provide back-up to automated financial processes that must be run on a timely basis.

15. GOALS AND WORKER ACTIVITIES:

Time %	Goals and Worker Activities
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60%	A. Reconcile balances and transactions within and between modules in STAR, the enterprise-wide accounting system.
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| A1. | Perform detailed analyses of balance sheet accounts and clearing accounts in General Ledger, identifying any necessary adjustments. |
| A2. | Perform detailed analyses between the General Ledger and Project Costing modules of STAR, identifying variances, tracing them to the source transactions, and identifying any necessary adjustments. |
| A3. | Work effectively with colleagues within the Finance Bureau to research and resolve reconciliation variances in federal revenues, balance sheet accounts and clearing accounts. |
| A4. | Calculate, initiate and record all necessary adjusting entries to correct variances within and between modules. |
| A5. | Maintain adequate documentation of all reconciliations and any adjusting entries. |

10%	B. Develop, run and validate complex fiscal reports to analyze transactions in various modules in the enterprise-wide accounting system, and in agency-specific datawarehouse systems.
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| B1. | Demonstrate superior understanding and interpretation of data elements within both enterprise-wide and agency-specific accounting and data systems. |
| B2. | Utilize report-writing functionality in enterprise and agency systems to generate queries to assist in analysis and reconciliation within and between General Ledger and Project Costing modules, and of balance sheet and clearing accounts. |
| B3. | Review all reports for accuracy and completeness. |

- 10% C. Support and assist the GAAP accountant as needed.
 - C1. Assist in required quarterly and annual reconciliations in accordance with instructions from the Department of Administration (DOA).
 - C2. Assist in calculating, initiating and recording necessary adjusting entries for transaction errors identified in quarterly and annual reconciliations.
 - C3. Prepare supporting documentation and adjusting entries as assigned for the Comprehensive Annual Financial Report (CAFR).

- 10% D. Back up finance colleagues in running and reconciling processes in both enterprise-wide and agency-specific financial systems
 - D1. Back up cost allocation accountant in maintaining automated allocation definitions in enterprise-wide accounting systems.
 - D2. Back up cost allocation accountant in running and reconciling automated allocations in enterprise-wide accounting systems.
 - E3. Back up systems accountant in running automated processes in both enterprise-wide and agency-specific systems to import financial transactions from external sources, and in reconciling the results.
 - D4. Back up systems accountant in creating and documenting internally billable projects in enterprise-wide accounting software, collaborating effectively with other finance staff to ensure that all requirements for accurate implementation are met.

- 5% E. Review and reconcile data reported in Open Book Wisconsin for accuracy and reasonableness.
 - E1. Review agency data in Open Book Wisconsin and analyze for accuracy using reports from enterprise and agency-specific fiscal systems.
 - E2. Report errors, and calculate, initiate and record any necessary adjusting entries.
 - E3. Ensure that confidential information is not reported in OpenBook Wisconsin.

- 5% F. Other duties as assigned

Knowledge, Skills and Abilities

- Knowledge and application of professional accounting theories and principles.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Knowledge of Generally Accepted Auditing Standards (GAAS).
- Ability to apply GAAP.
- Ability to apply GAAS.
- Ability to interpret federal and state regulations.
- Knowledge of governmental accounting, auditing and financial reporting principles.
- Knowledge of automated accounting and reporting system processes and operations.
- Ability to maintain and modify complex accounting systems.
- Knowledge of problem analysis and resolution techniques.
- Knowledge of reconciliation procedures.
- Effective communication skills, both oral and written.
- Ability to interpret and analyze financial data.
- Knowledge of policy development and analysis methods and techniques.
- Ability to establish and maintain effective working relationships with staff both internal and external to the organization.
- Ability to provide technical assistance and consultation concerning accounting procedures and processes.
- Customer service skills.
- Leadership skills.
- Knowledge of effective training methods and techniques.
- Knowledge of database reporting systems
- Skill in PeopleSoft FSCM.